

Position Title: ASSISTANT FIRE MARSHAL		Date: 09/16/98
Position Level: 10	FLSA Status: Exempt	Class Code: 10-7

GENERAL DESCRIPTION

The Assistant Fire Marshal assists the County Fire Marshal in the administration and enforcement of fire and life safety codes pursuant to Florida Statutes and the Monroe County Code, and in the performance of all functions and activities of the County Fire Marshal's Office. Functions and activities of the County Fire Marshal's Office include administration, fire prevention, code inspections and enforcement, construction plans and specification review, public fire and life safety education, fire investigation, and research, statistics and evaluation. The Assistant Fire Marshal functions at all times under the direction and control of the County Fire Marshal, and issues all orders in the County Fire Marshal's name and by her or his authority.

KEY RESPONSIBILITIES

1. * Prepares correspondence and inspection reports, handles complaints, maintains records, performs research, interprets codes, implements policy, testifies at legal proceedings, and creates forms and job aids.
2. * Conducts fire safety and code enforcement inspections and analyses of new and existing structures and properties for construction, occupancy, fire protection, and exposures.
3. * Reviews and approves plans and specifications that meet the intent of applicable codes and standards for fire and life safety and building construction and processes.
4. * Responds to the site of hazardous materials incidents and fires to inspect/evaluate the scene so as to determine the area/point of origin, source of ignition, material(s) spilled and/or ignited, act or activity that brought ignition source and materials together, and assesses the subsequent progression, extinguishment, and containment of the spill and/or fire. Diagrams and photographs the scene and takes field notes to be used to compile a final report. Uses proper physical and legal procedures to retain evidence required within the investigation. Obtains information regarding the overall investigation from others through verbal communication. Investigates all factors beyond the scene at the time of the origin and cause determination. Presents findings to appropriate individuals not involved in the actual investigation.
5. * Develops public fire and life safety educational programs, including program budgets. Selects instructional materials and related resources which are appropriate to the audience and program objectives. Ensures that the information to be provided is accurate, relevant to the issue, and comprehensible to the audience. Presents public fire protection and life safety educational programs to motivate the general public to do something about fire risks, based on proper firesafe behavior. Documents all elements of the programs.
6. * Develops a fire and life safety inspections program for fire suppression personnel, including program budget. Inspection procedures are to include, as a minimum, conducting building surveys, correcting common problems concerning life safety conditions, locating and correcting fire hazards, checking use and storage of hazardous materials, and testing fire protection systems. Assists in the training of fire suppression personnel to conduct fire and life safety inspections.
7. * Develops procedures requiring all fire rescue companies to submit all fire rescue incident reports to the Fire Marshal's Office on a periodic basis for maintenance and compilation. Compiles statistical data and prepares periodic reports concerning fire rescue incidents, plans review, fire inspection, fire investigation and fire and life safety education activities within the county.
8. * Prepares and maintains up-to-date hazards analyses on each 302 facility as mandated by section 303 of SARA Title III, for inclusion in the Monroe County Hazardous Materials Plan.
9. Serves as a liaison between the Fire Marshal's Office, other agencies and organizations, and the general public.
10. Assists during major emergencies and disasters as directed. On call 24 hours pending disasters.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Associate's Degree or Two Year College equivalent required. Major required: Fire Science
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgement is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Requires Florida Certified Firefighter, Florida Firesafety Inspector, and professional qualifications for Fire/Arson Investigator and Public Fire and Life Safety Educator.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____